

TRANSPORTATION
DRIVER/MONITOR FILE CHECKLIST

Please complete this checklist for each driver/monitor utilized by your program.
Place check mark in the Column to indicate documentation obtained and/or comment section, as needed.

1. Driver/Monitor File				
Driver/Monitor Name:		Date Received/ Completed	Expiration Date	Comment
Required Documentation				
a.	MA Driver's License (drivers only); Photo ID for monitors			
b.	Employment Application/Subcontract			
c.	Driver / Monitor Contact Information			
d.	CORI Checked			Under the new BRC regulations at 606 CMR 14.08, EEC-licensed or funded programs that contract for the provision of transportation services must include in their contract provisions for CORI and DCF checks for all personnel providing transportation services for the program. These checks will be reviewed and approved by EEC's BRC Unit.
e.	DCF Checked			
f.	EEC approved SORI Check			
g.	EEC approved Fingerprint Check			
h (1).	MA 7D School Pupil Transport License			
h (2).	MA Commercial Driver's License (CDL) with a Passenger (P) Endorsement and a School Bus (S) Endorsement and a School Bus Driver Certificate from the Department of			These requirements are for operation of a full-sized school bus.
h (3).	MA restricted School Bus Driver Certificate from DPU			These requirements are for operation of a restricted school bus (a yellow school bus with a maximum seating capacity of 14 passengers).
j.	First Aid Certification (current)			
k.	CPR Certification (current)			
l.	Entered into EEC's Professional Qualifications (PQ) Registry			A provider has 30 days to register all drivers and monitors in the PQR. For every file to be monitored, there must be a PQR registration.
2. Trainings				
Required Documentation		Date Received/ Completed	Expiration Date	Comment
a.	Safe Transportation: The Driver's Role			
b.	Look Before You Lock			
3. Acknowledgment of Transportation Policies and Regulations				
Required Documentation (Drivers and Monitors must acknowledge receipt of all documented below on a separate form.)		Date Received/ Completed		Comment
a.	Copy of 606 CMR 7.13 - Transportation			
b.	EEC Financial Assistance Guide: Appendix M			Appendix M to EEC's Financial Assistance Policy Guide is provided for information purposes.
c.	Copy of Procedures for the Drop-Off and Pick-Up of Children by Transportation Providers and Parent/Program Notification			
d.	Program's Approved Transportation Oversight Plan			Note to providers: This is your plan written in response to the Transportation Oversight Guidance.